



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

**ASSOCIATE PERSONNEL ANALYST
\$4,400 - \$5,508
HUMAN RESOURCES MANAGEMENT DIVISION
SACRAMENTO**

RESPONSIBILITIES:

Under general direction of the Human Resources Management Division's Classification and Pay (C&P) Manager (Staff Services Manager I) serves as a personnel analyst in the C&P Unit. The personnel analyst performs a variety of work on projects related to recruitment, hiring, classification, and compensation, employee discipline, employee grievances, and other labor relations related issues. Provides consultation and guidance to departmental management staff; develops and revises internal and external policies and procedures and other resource materials; evaluates, creates, and updates policies; develops implementation plans for new and revised policies; conducts project management activities. **This position is designated Confidential.**

May also consider downgrading position to a Staff Services Analyst, General for recruitment purposes.

DESIRABLE QUALIFICATIONS:

- C&P knowledge and experience
- Experience in writing and developing procedures, policies, and manuals
- Experience performing classification and compensation tasks
- Ability to analyze, interpret laws, rules, and regulations
- Knowledge of the recruitment and hiring process
- Knowledge of adverse actions process
- Organize and establish workload priorities
- Strong oral and written communication skills both orally and in writing
- Strong analytical skills
- Demonstrate initiative, flexibility, and tact
- Experience with Microsoft Outlook, Word, Excel, PowerPoint, I-Mapping

WHO MAY APPLY:

Applications will be accepted from current State employees at the Associate Personnel Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.***

01/31/14 tb

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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APPLICATION PROCEDURE: Please mail a completed standard [State Application STD 678](#) to Tina Brown, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE “Associate Personnel Analyst, PSN # 413-191-5142-001” ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3351 or email brownt@insurance.ca.gov

FINAL FILING DATE: February 13, 2014, Close of Business (5:00 p.m.)

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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